



# HEREFORD CATHEDRAL SCHOOL

---

CANDIDATE INFORMATION  
Tradesperson/Estates  
Maintenance Assistant

01432 363500 | [HEREFORDCS.COM](http://HEREFORDCS.COM)



# HEADMASTER'S WELCOME



**Thank you for taking the time to consider applying for this important position at Hereford Cathedral School. I believe that there has never been a more exciting time to join us and I look forward to meeting you.**

While we are the fifth oldest school in the UK, our eyes are firmly fixed on the future with a clear vision to provide a sector-leading educational provision. I have the privilege of leading an outstanding school with a fantastically committed staff in the most wonderful of settings.

Our culture reflects the character and personality of our organisation. It is what makes the School a unique and special place to work and is the sum of our values, traditions, beliefs, interactions, behaviours, and attitudes.

It is a real joy working at Hereford Cathedral School and I hope that you too will also want to join our wonderful community.

*Yours ever,  
Michael*

**DR MICHAEL GRAY**

Headmaster



# J O B   D E S C R I P T I O N : T R A D E S P E R S O N / E S T A T E S M A I N T E N A N C E   A S S I S T A N T

**Post:** Tradesperson/Estates Maintenance Assistant

**Salary:** £27,176-£28,446

**Hours:** 35 hours per week year round\*

**Start date:** ASAP

**Timings:** 8.00am-4.30pm Monday to Friday (includes unpaid 30min break and 60min lunch)

**Location:** Hereford Cathedral School, Old Deanery, Cathedral Close, Hereford HR1 2NG

\*occasional out-of-hours, evening and weekend work may be required

## O P P O R T U N I T Y

The School is looking to recruit a tradesperson/maintenance assistant. The core purpose of this role is to support the Estates Management team in all aspects of maintenance delivery by providing a comprehensive reactive and planned maintenance service for all equipment and services across the whole school.

This is an exciting opportunity to join a sector-leading educational organisation which values continuous professional development, a culture of collaboration, reflective practice and where colleagues are nurtured, supported and encouraged in their careers.

The successful candidate will have previous experience and knowledge of maintenance relating to buildings, mechanical and electrical services, decoration, plumbing and gardening.

## O U R   O F F E R

- Join a highly talented and supportive team and governing body
- Competitive salary
- A beautiful place to work in the most idyllic settings
- A positive and innovative working environment surrounded by students, staff, parents and governors
- A collaborative and supportive attitude amongst staff which promotes a sense of teamwork and unity
- Cycle to Work scheme
- Free lunch during term time
- NEST pension scheme (8.7% employer contribution, 6% employee contribution)

## R E P O R T I N G   L I N E S

The post holder reports to the Estates Manager

CONTINUED OVERLEAF



CLICK HERE TO VIEW HEREFORD CATHEDRAL  
SCHOOL'S YOUTUBE CHANNEL

# THE ROLE: TRADESPERSON/ESTATES MAINTENANCE ASSISTANT

## ACCOUNTABILITIES

- Support the Estates Management team in all aspects of maintenance delivery by providing a comprehensive reactive and planned maintenance service for all equipment and services across the whole school
- Carry out Fire Warden duties
- To cover the Facilities Assistants annual leave and be on the on-call weekend rota.

## RESPONSIBILITIES

- Carry out reactive and planned maintenance tasks throughout the whole school estate both internal and external.
- Maintain a safe and healthy working environment through regular checking, testing and inspection of all assets and areas within the scope of the Estates team.
- To repair and fix daily problems such as broken windows and tables, replace and splice rotting wood, clear up and repair smashed glass, replace door spring closers and locks door angles/knobs etc.
- Decorate classrooms and corridors as required
- Clear blocked sewers and drains
- Lift and replace broken or rocking paving slabs
- Fix minor plumbing jobs such as broken toilet
- Assist co-workers to set up or simply to hold steps/ladder
- Delegate to co-workers and contractors during supervisors absence from a pre-written jobs list
- Ensure health and safety practices are followed at all times

Wilmot House opened in 2019 and provides a wonderful home for our boarders



# SAFEGUARDING AND PROTECTION OF CHILDREN AND YOUNG PERSONS

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them from working with children. Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

## HEALTH AND SAFETY

### **As an employee you are expected to:**

- Take reasonable care of your own health and safety
- Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- Not interfere with or misuse anything that's been provided for your health, safety or welfare
- Report any injuries, strains or illnesses you suffer as a result of doing your job
- Tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

### **Particular issues for this post are:**

- Work inside and outside (sometimes in adverse weather conditions)
- Working in close proximity to loud machinery on occasions
- Deal with odours and risk of infection: blocked drains, toilets gutters etc working at height
- High levels of physical effort required to carry out varying maintenance tasks

PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	Good standard of Spoken and Written English	<p>Relevant trade qualification such as carpentry, electrics, plumbing, plastering, painting, bricklaying, concreting, machine shop, welding, roofing</p> <p>Relevant First Aid qualification</p> <p>Completed a broad education including GCSE grade C and above in English Language and Maths (or equivalent)</p>
<b>Experience and knowledge</b>	<p>Knowledge of general maintenance relating to buildings, mechanical and electrical services, decoration, plumbing and gardening.</p> <p>Knowledge of relevant Health and Safety legislation</p>	<p>Experience in undertaking maintenance activities on buildings, within a conservation and multi building environment</p> <p>Specific knowledge of Working at Height Regulations</p> <p>Experience of working within an education environment</p> <p>Experience in undertaking maintenance activities on buildings, within a conservation and multi-building environment</p>
<b>Skills and abilities</b>	Demonstrates high levels of time management using own initiative to manage a heavy workload and at times conflicting priorities as well as tracking progress on a wide range of tasks	<p>Ability to communicate with children</p> <p>Motivate and inspire confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the school</p>
<b>Aptitude</b>	<p>Calm and unflustered when working under pressure tight time constraints whilst maintaining a sense of perspective and humour</p> <p>Naturally demonstrates a 'can do' helpful attitude</p> <p>Reliability and integrity</p> <p>Resilience and tenacity</p> <p>Commitment, honesty and dedication</p> <p>Takes pride in their work</p> <p>Shares the School's values and committed to the School's vision</p> <p>A positive attitude towards children and young people</p>	
<b>Circumstances</b>	Able to work flexibly, some earlier starts, evenings and weekends may be required in support of wider school functions from time to time	
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
<b>Equal Opportunities</b>	Understanding of the requirements of Equality and Diversity	



## Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description above is not exhaustive and may, occasionally, be reasonably amended

## HOW TO APPLY

An application form and information pack may be downloaded from the school website: [www.herefordcs.com/job-vacancies](http://www.herefordcs.com/job-vacancies)

**Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to [recruitment@herefordcs.com](mailto:recruitment@herefordcs.com)**

The closing date for applications is **10am on Monday 28 July 2025.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on [the school website](#).

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.

The Old Deanery in Cathedral Close is home to our leadership and administrative staff

